



**Australian Government**

# **FBPOPR1003 Communicate workplace information**

**Release: 1**

## FBPOPR1003 Communicate workplace information

### Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0

### Application

This unit of competency describes the skills and knowledge required to gather, convey and receive workplace information and to interact with others at work.

This unit applies to individuals working in a food production environment. It typically targets the production worker responsible for applying basic communication skills to support work practices while working alongside a supervisor in most situations and exercising limited autonomy.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

### Pre-requisite Unit

Nil

### Unit Sector

Operational (OPR)

### Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Exchange verbal information	1.1 Identify information requirements according to workplace procedures 1.2 Ask questions to seek or clarify information 1.3 Apply effective listening skills to receive information 1.4 Use interactive skills to communicate effectively with others 1.5 Provide information in a timely and appropriate form

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
2. Locate and use workplace information	2.1 Locate sources of workplace information according to workplace procedures 2.2 Use information to carry out work responsibilities 2.3 Respond to instructions
3. Complete workplace documentation	3.1 Identify forms required for work operations 3.2 Complete and submit forms as required according to workplace procedures

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

Skill	Description
Navigate the world of work	<ul style="list-style-type: none"> <li>With guidance, identify main tasks, rights and responsibilities of own role</li> <li>Meet a limited range of explicit workplace conventions and protocols</li> </ul>
Interact with others	<ul style="list-style-type: none"> <li>Follow basic communication protocols and conventions</li> <li>Recognise and respect the different expectations of others</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Follow instructions to complete a limited set of well-defined tasks</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPOPR1003 Communicate workplace information	FDFOP1010A Communicate workplace information	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>